

Joint-Mission France Foreign National Student Intern Program Announcement



U.S. Missions to France & the OECD

Open to: All French National Students

Deadline to apply: At Least Five Months Before Start Date

Current Internship: Consulate General (CG)
Strasbourg, France

Internship Description:

The Consulate General Strasbourg requires a qualified intern to work with our Public Diplomacy Specialist to plan and implement public diplomacy programs and social media. Interns will help design and implement social media and public outreach campaigns on U.S.-French shared interests, including education, climate, and innovation. Interns will also assist the Consul General in analyzing and reporting developments in U.S.-France relations in the Grand Est region. The intern may accompany the Consul General to meetings and events to serve as a note-taker and prepare written reports.

Gratuitous Service: There are no benefits attached to this internship opportunity, no compensation, leave accrual, nor any future employment rights.

Eligibility Requirements:

- Must be able to prove French nationality
- Must be at least **18 years** of age.
- Must possess a **baccalaureate diploma** or a **high school diploma** or have completed an equivalent secondary school program.
- Must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript to verify academic standing.
- Must complete a “Convention de stage” signed by the current academic institution. The Convention de stage must include medical insurance.
- Must meet the requirements of the advertised internship opportunity.
- Must be able to receive a security certification.
- Must be able to provide a medical certificate from the student’s doctor

Hours: 35 hours a week, 7 hours daily Monday through Friday

Internship period: To be defined **Duration of this internship:** Eight (8) weeks maximum

Description of Duties and Responsibilities:

- Monitor traditional and social media to assess local attitudes and write short reports on issues of interest to the Consulate General and current affairs in the Consular district.
- Assist the Public Affairs Specialist with the design, planning and implementation of public outreach events and exchange programs
- Research, draft and proof-read French language speeches for the Consul General and visiting diplomats.
- As required, accompany the Consul General to meetings and events and serve as a note-taker and photographer. As requested, prepare written reports on these meetings.
- Draft brief reports and/or social media posts, in both French and English, on Consulate General priorities and activities.
- As requested, conduct research on historical and or other topics related to U.S.-France relations.
- Help plan Consulate visits outside Strasbourg and assist with official visitors to the Consulate General.

Required Skills/Qualifications: (These may be tested)**1. Education:**

- Must possess bachelor's degree or equivalent academic education

2. Knowledge:

- Knowledge in the culture and political climate in eastern France.

3. Language Proficiency:

- English (Writing-Reading-Speaking): Excellent Level.
Must be able to read, analyze and draft documents in English.
- French (Writing-Reading-Speaking) native speaker

4. Skills:

- Must be able to use the Internet to conduct information searches.
- Must be able to create documents using Microsoft Word.
- Must be able to create basic spreadsheets using Microsoft Excel.
- Must be able to use Microsoft Outlook for e-mail messaging etc.
- Good interpersonal skills.

Application Filing Procedures:**To be considered, intern applicants are asked to submit the following documents:**

- A Curriculum Vitae in English
- A Statement of Interest in English to include your objectives and motivation for seeking this internship opportunity and how your academic coursework and other experiences relate to this internship opportunity
- Official enrollment from your educational institution, such as a copy of your student card
- A copy of your French ID card or passport

Submit application at least five (5) months prior to your internship period to:

ParisInternRecruitment@state.gov

Joint-Mission France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.